



Absence Request Form

As there is a clear link between attendance and achievement, requests for absence will be carefully considered on an individual basis by the Headteacher before permission is granted.

Permission may be granted in advance in the following circumstances:

- A pupil is involved in an approved performance or sporting activity for which a licence has been granted by the Local Authority.
- A pupil is involved in an exceptional occasion – in authorising such an absence the individual circumstances of the case and the overall attendance pattern may be considered.
- In exceptional circumstances, permission may be granted for a family holiday. Time off school is not a right and applications must be made in advance. The permitted exceptional circumstances as described in our Attendance Policy are:
 - Service personnel and other employees who are prevented from taking holidays outside of term time, and evidence is provided;
 - When a family needs to spend time together to support each other during or after a crisis or other exceptional circumstances;
 - Parents who are subject to a strict and non-negotiable holiday rota and evidence is provided to this effect.

The following considerations are not deemed 'exceptional' and will not lead to authorisation:

- The cost of the holiday is less during term time;
- Availability of accommodation
- An absent parent/ grandparent taking the pupil on holiday;
- Any absences during public examinations or SATs;
- Absences which overlap the beginning or end of term.

Any parent/ carer wishing to request leave of absence should complete and return the attached form to the school office at least 2 weeks before the first day of the intended absence.

If the request is authorised by the Headteacher, an authorised absence will be recorded in the register.

If a child is kept out of school without authorisation, an unauthorised absence will be recorded in the register. You should be aware that Suffolk County Council has introduced penalty fines for any unauthorised absence, which could lead to a fine of £60 per parent/ carer, per child.

Please complete the form on the reverse. You will be notified of the outcome of the request. Any queries should be directed to Mrs M. Smith (Lead Attendance Officer, SCC) on 01473 265348 or to Mr Krisson.

Child's Name

Class

For the period:

From (1st day of absence):

To (last day of absence):

Reason for Request:

If this is a holiday, why must it be taken in term time?

What will be done to catch up on missed work?

Please read the following and sign to indicate you agree: -

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absences during term time, and accept that this may have a detrimental impact on my child's progress. I undertake to make sure my child/ren catch up with any work that is required of them.

Parent/Carer's Signature:

Date:

Headteacher's Signature:

Date:

Authorised

Yes / No